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SUBJECT The Department of Labor and Personnel for the  
Chief Directorate of Maritime Construction (MMF)

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1. The Department of Labor and Personnel (Otdel Truda i Kadrov) for the Chief Directorate of Maritime Construction (GlavMorstroy) of the Ministry of the Merchant Fleet (MMF) consists of the following personnel:

Chief	1
Senior Engineer	1
Engineers	2
Senior Inspectors	2
	<u>6</u>

2. The tasks of the Department of Labor and Personnel are divided into two main groups, i.e. Labor and Wages, Personnel. The Labor and Wages group includes the following responsibilities:

- (a) The elaboration and introduction of advanced labor techniques (Stakhanovite methods) in the peripheral activities.
- (b) The organization of work with regard to the setting of norms for the workers on construction projects. This work consists in cutting to the minimum the payment of wages on a time basis. (In 1951 such payments did not exceed 4 or 5% of the total labor costs in those works-projects which were fulfilled and payments received by the construction organizations of GlavMorstroy.) A constant review of existing production norms is carried out and also, once a year, a general review of all production norms is held with a view to making them more rigid. These reductions of workers' piece-work wage rates were legalized by order #376 of the former People's Commissar of the

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SECRET/SECURITY INFORMATION

- 2 -

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Merchant Fleet, P P Shirshov, of 12 Sep 45. This order was issued in compliance with the decree of the Soviet of People's Commissars in September 1945, which decree extended to all branches of the economy of the USSR in which the labor of production workers was utilized. This decree is a vivid illustration of how the government, right after World War II, intensified the exploitation of the workers in the USSR, instead of giving some relief. This decree not only remained in force in 1951 but had been stiffened by a series of amendments and also more rigid controls had been imposed in order to obtain undeviating compliance.

- (c) The organization of operations in the field with regard to setting wage rates for construction workers. The overwhelming majority of construction workers are paid by piece rates, thus their pay is determined by:
  - (1) The quantity and quality of fulfilled output.
  - (2) The skill of the worker himself, that is, the amount of money payable to him per unit of time (one hour or a shift of eight hours) or per unit of output. The wage rate characterizes the degree of skill of a worker in his specialty. Construction workers in the MFF, as well as other ministries, are divided into a wage scale of seven categories, category I the lowest and category VII the highest. To determine the category of a worker he undergoes appropriate examinations. The rules for determining the workers' skills are brought together in the "Handbooks of Wage-Rates and Skills".
- (d) The elaboration of tables of organization for construction organizations. A table of organization is a list of positions and their wage rates. The number of positions is dependent upon the volume of work of the organization.
- (e) The settlement of questions connected with labor legislation.
- (f) The organization and direction of competition among construction organizations.
- (g) The organization of work in the field of safety engineering and industrial sanitation in construction organizations.
- (h) Participation in the development of technological processes in construction work from the point of view of labor problems.
- (i) The coordination of activities involving other departments of GlavMorStroy and the Department of Labor and Wages in the ministerial offices.

3. The Personnel group includes the following duties:

- (a) Settling questions of hiring, discharging, transferring and registering of personnel; laborers, administrative personnel, engineer-technicians and supervisory workers.
- (b) Settling questions connected with awards for personnel, such as bonuses, diplomas, badges, medals, orders.
- (c) Settling questions involving social security for all personnel. This includes:
  - (1) The establishment of special pensions for the workers of the Merchant Fleet, established by edict of the Presidium of the Supreme Soviet of the USSR, dated 13 Nov 50. This edict established a pension in the amount of 50% of the final salary

SECRET/SECURITY INFORMATION

## SECRET/SECURITY INFORMATION

- 3 -

for company grade, field-grade and general officers of the MMF as well as seagoing personnel, and several categories of port workers, regardless of rank. This pension is to be paid when the pensioners reach the age of 60 years (55 for women) on the condition that the person has worked for the MMF not less than 25 years at the time he becomes eligible for the pension.

- (2) Presenting recommendations and petitions to the government for the establishment of special workers' pensions of concern to the Republic. These pensions are established by the Presidium of the Supreme Soviet of the RFSFR in cases where the person petitioning for a pension has performed outstanding services for the Republic in the military or economic spheres.
- (d) Keeping a special record of classified (nomenklaturnidy) employees in construction organizations of the MMF. There are two kinds of classified employees within GlavMorStroy.
  - (1) Classifications of the Minister. These are workers who are discharged, transferred or appointed only by the minister himself, on the recommendation of the chief of GlavMorStroy. This category includes chiefs, deputy chiefs and chief enginers of construction trusts, directorates and independent sectors.
  - (2) Classifications (nomenklatur) of the Chief of GlavMorStroy. These are workers who can be appointed, transferred from one job to another or discharged only by the order of the Chief of GlavMorStroy, on the recommendation of the chiefs of the peripheral construction organizations, i.e. trusts, directorates and independent sectors. This category includes chiefs of planning-production departments, technical departments, departments of labor and wages, chief accountants and chiefs of supply departments.

All other workers of peripheral construction organizations can be appointed, transferred or discharged by the manager of the organization himself.
- (e) Keeping records of work books.
- (f) Organizing and managing technical courses for personnel.
- (g) Keeping a special record of young specialists engaged in construction work.
- (h) Solving the problems of material welfare and living conditions for personnel.
- (i) Organizing the work connected with the conferring of personal ranks on the personnel of GlavMorStroy and its peripheral organizations.
- (j) Organizing the work connected with longevity pay in the merchant fleet for junior, senior and supreme command personnel.
- (k) Coordinating operations with other departments of GlavMorStroy, with the Chief Directorate of Personnel, MMF, and the Military Mobilization Department.
- (l) Organizing records on personnel according to their special fields (military and secret).
- (m) Inspecting the observance by personnel of the "Disciplinary Regulations for Workers of Maritime Transport".
- (n) Managing the activities of the departments of labor, wages and personnel in peripheral construction organizations.

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